



EMPLOYEE INFORMATION					
NAME:					
SSN:					
DATE OF BIRTH:					
ADDRESS:					
CITY:					
STATE:					
ZIP CODE:					
PHONE NUMBER:					
EMAIL ADDRESS:					
EDUCATION:					
WORK HISTORY:					
REFERENCES:					

TITLE/SERIES/GRADE

PROGRESS REVIEW

EMPLOYEE INITIALS/DATE

[illegible]

- **FAILS TO MEET EXPECTATIONS**

REVIEWING OFFICIAL SIGNATURE/DATE*
(*Required only for "Fails to Meet Expectations")

My signature on this form does not imply agreement or disagreement with the rating received. I may request reconsideration of the final rating within 15 calendar days.

- EMPLOYEE SIGNATURE/DATE

SECTION I

General Approach to Work: Supervisor should consider and provide feedback to the employee relative to the employee's demonstration of the items listed below in the overall performance of his/her duties. These items may also serve as performance standards for the performance elements listed in Section II.

- | | |
|----------------------------|---|
| 1. Quality of Work | Produces quality work that is complete and meets the needs of the customer. |
| 2. Timeliness | Produces quality work within required time frames. |
| 3. Customer Service | Provides professional, responsive service to internal and external customers. |
| 4. Communication | Communicates information effectively. |
| 5. Teamwork | Cooperates with and assists other team members. |
| 6. Creativity | Develops, evaluates, and advocates creative or innovative responses to requirements. |
| 7. Agility | Demonstrates flexibility and responsiveness to adapt to changing customer requirements. |
| 8. Integrity | Demonstrates trust, fairness, honesty, and accountability in all actions. |
| 9. Respect | Treats others with respect and values diversity among people and their ideas. |

SECTION II

Performance Elements: All elements are critical elements. At least one element must be linked to the NASA Strategic Plan, GSFC's Strategic Implementation Plan, or the organization's operating plan or goals. Check blocks at left to indicate those that relate to a Strategic Plan. Indicate level of performance by checking one of the element rating levels; any element rated "Fails to Meet Expectations" will result in an overall rating of "Fails to Meet Expectations." "Not Rated" may be selected only if the employee did not have sufficient opportunity to perform the element for reasons beyond his/her control.

Strategic Plan	Specific Job Elements and Standards (Use plain paper for additional elements/standards if needed.) If any of the items in Section I are appropriate performance standards for the job elements listed below, no additional standards need to be written.	RATING LEVELS		
		Meets Expectations	Fails to Meet Expectations	Not Rated
	1.			
	2.			
	3.			
	4.			
Supervisory Positions Only: Supervisors should be rated on all elements relative to their supervisory responsibilities and the organization's overall performance.				
	1. Human Resources Management: Assigns work according to employees' abilities. Develops, rewards, motivates, and maintains a highly skilled, effective workforce. Fosters organizational climate based on mutual respect in which employee diversity is valued and all are treated fairly and equitably.			
	2. Planning: Develops and implements program/project plans and work products that are responsive to customer requirements. Meets organizational objectives on time and within budget allocations.			
	3. Continual Improvement: Continues to improve organizational processes through innovation resulting in more effective ways of doing work.			
	4. Resource Responsibility: Makes prudent, effective, and accountable use of the organization's financial and capital resources.			
	5. Organizational Communication: Provides clear instruction on organizational goals and tasks as well as constructive feedback on performance expectations to staff.			

SECTION III

Training and Development: Identify individual development activities such as education, training, rotational assignments, committee participation and other work opportunities which address developmental goals during the next year. In addition, an Individual Development Plan (IDP) Form #GSFC 17-98A can be used.

Activity	Estimated Time Frame